

SALISBURY PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

Tuesday January 6, 2026 - 5:30PM

Remote Meeting by Live Internet Video Stream and Telephone

1 **Members Present:**

2 Cathy Shyer (Chair)

3 Allen Cockerline (Vice Chair)

4 Bob Riva (Secretary)

5 Dr. Danella Schiffer (Regular Member)

6 Jen Ventimila (Alternate Member)

7

8 **Brief Items and Announcements**

9 1. Call to Order / Establish Quorum

10 Vice Chair Cockerline called the meeting to order at 5:33pm, in the absence of Chair Shyer. Chair Shyer
11 Arrived at 5:33pm and established a quorum with four regular members in attendance (Chair Shyer, Vice
12 Chair Cockerline, Secretary Riva, Regular Member Schiffer). Alternate Member Ventimilia was also
13 present and seated to vote.

14

15 2. Approval of Agenda

16 Vice Chair Cockerline proposed the following amendment:

17 Add "d. Commissioner Concerns" to "9. Planning & Organization Discussion"

18

19 **Motion:** To approve the Agenda as amended.

20 Made by Cockerline, seconded by Riva.

21 Vote: 5-0-0 in favor.

22

23 3. Minutes of October 20, 2025 - *pending*

24 4. Minutes of November 3, 2025

25

26 **Motion:** To approve the minutes of November 3, 2025

27 Made by Cockerline, seconded by Riva

28 Vote: 3-0-2 with Shyer and Ventimilia abstaining since they were not present at the meeting of
29 November 3, 2025

30

31 5. Minutes of November 17, 2025 - *pending*

32 6. Minutes of December 8, 2025 - *pending*

33

34 7. Public Comment - Public Comment is restricted to items that are neither on the agenda nor the subject
35 of any pending Planning & Zoning Commission application or action and are limited to three minutes per
36 person.

37

38 Member of the Public Bruce Palmer asked if a letter of acknowledgement for Dr. Michael Klemens was
39 sent. LUD Conroy said she and the First Selectman sent letters directly. Vice Chair Cockerline and
40 Commissioner Schiffer volunteered to compose a letter from all Commissioners.

41

42 **Public Hearing - 5:45PM**

43 8. #2025-0306 / 100 Interlaken Road / Map 39, Lot 16 / Owner/Applicant: Dana and Frederick Rohn /
44 Special Permit for a Detached Apartment on Single Family Residential Lot (Section 208) / DOR:
45 12/22/2025 / *Open Hearing, Pending IWWC Approval*

46

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47 Secretary Riva read the Legal Notice to open the public hearing at 5:44pm. LUD Conroy said approval
48 from the Inland Wetlands & Watercourses Commission (IWWC) had not been obtained yet. She
49 explained portions of the property are within the Lake Protection Overlay District (LPOD); there is a pre-
50 existing cottage with a barn outbuilding; and the Applicant has proposed to construct a primary
51 residence on the parcel.

52

53 Owners Fritz and Dana Rohn presented the application. Ms. Rohn explained the nine-hundred fifty
54 square foot cottage was renovated with an updated well and septic system. Mr. Rohn explained the
55 parcel was 5.8 acres located in a residential area. Chair Shyer asked if the cottage would remain as-is,
56 Mr. Rohn replied yes. Ms. Rohn commented they do not wish to rent out the cottage. Commissioner
57 Schiffer asked for clarification on the accessory apartment use. Ms. Rohn explained the newly
58 constructed residence would be primary and the pre-existing cottage would become an accessory use.
59 Vice Chair Cockerline requested a Site Plan showing the existing cottage.

60

61 LUD Conroy explained a Special Permit is needed for the cottage accessory apartment in order to permit
62 construction of the primary dwelling. She explained the property conforms as a single family residential
63 use, but the existing cottage does not meet the required seventy-five-foot setback to the waterfront.
64 Chair Shyer asked what was the intended use of the barn outbuilding, Ms. Rohn replied storage. Vice
65 Chair Cockerline asked if the Land Use Office (LUO) could support this change of use within Regulations,
66 LUD Conroy replied yes. Commissioner Schiffer requested images of the existing cottage.

67

68 There were no further questions from the Commission or public. A motion was made at 6:07pm to
69 continue the public hearing

70

71 **Motion:** To continue the public hearing for application #2025-0306 / 100 Interlaken Road / Map 39, Lot
72 16 / Owner/Applicant: Dana and Frederick Rohn / Special Permit for a Detached Apartment on Single
73 Family Residential Lot (Section 208) on Tuesday January 20, 2026 at 5:45PM via Zoom.

74 Made by Cockerline, seconded by Riva.

75 Vote: 5-0-0 in favor.

76

77 **Other Business**

78 9. Planning & Organization Discussion

79 a. Regulation Rewrite

80

81 LUD Conroy explained a Public Hearing scheduled for February 2, 2026 would address legislative
82 requirements to comply with Connecticut Statute. She said the draft Regulations would be edited to
83 remove structural issues to ensure more detailed changes could be made in the future. Chair Shyer
84 asked LUD Conroy to estimate how long it would take to complete these more detailed future changes.
85 LUD Conroy estimated a draft could be ready within six months if two to three hours per week was
86 allotted.

87

88 Commissioner Schiffer shared her view regarding hiring former chair Dr. Klemens to work on rewriting
89 the regulations, expressing concerns about public perception and potential conflict with the code of
90 ethics. Chair Shyer said the section of work Dr. Klemens would continue editing was "general
91 housekeeping," which he and LUD Conroy had previously begun working on. LUD Conroy believed the
92 LUO needed to find a consultant compatible with the Town. Chair Shyer believed a consultant should be

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93 used to simplify the editing process. Vice Chair Cockerline suggested including an Index to make the
94 Regulations more user friendly, Commissioner Schiffer agreed.

95
96 b. Staffing

97
98 LUD Conroy proposed composing a letter to First Selectman Rand to formally request funding for
99 additional LUO assistance, such as a secretary. Chair Shyer said she would speak to First Selectman Rand
100 directly. LUD Conroy said she would return with information on the Town Budget, per the Commission's
101 request.

102
103 c. Consulting Reviewers

104
105 LUD Conroy asked the Commission if they were comfortable with the LUO interviewing and securing a
106 planning consultant for application review as-needed. Chair Shyer asked if the service would be at the
107 cost of the Applicant, LUD Conroy replied yes. Vice Chair Cockerline wished to take time to think about
108 the concept prior to providing an opinion. Secretary Riva and Commissioner Schiffer agreed with Vice
109 Chair Cockerline.

110
111 Secretary Riva asked if nearby towns comparable to Salisbury used Consulting Reviewers. LUD Conroy
112 replied she was unsure and would investigate. Secretary Riva commented that a Consulting Reviewer
113 would add another expense to the Application process. Alternate Member Ventimila asked if the
114 Consulting Reviewer was a case-by-case basis to which LUD Conroy replied yes.

115
116 d. Commissioner Concerns

117
118 Vice Chair Cockerline asked the Commission if they were comfortable with him scheduling a meeting
119 with Town Consulting Engineer Tom Grimaldi to discuss pervious and impervious surfaces to build a case
120 for criteria to include in the draft Regulations. Secretary Riva expressed support. Commissioner Schiffer
121 suggested that Mr. Grimaldi should respond in writing so Commissioners could review individually. Chair
122 Shyer believed this discussion in writing could be valuable for future alterations to the Zoning
123 Regulations.

124
125 **Adjournment**

126
127 **Motion:** To adjourn the Meeting at 7:19PM.

128 Made by Riva, seconded by Cockerline.

129 Vote: 5-0-0 in favor.

130
131
132
133 Respectfully Submitted,

134 Erika Spino

135 Secretary of Minutes